



**Policy:** 1170  
**Procedure:** 1170.02  
**Chapter:** Internal Communications  
**Rule:** Firearms Qualifications and Training for Specified Parole Officers

**Effective:** 10/03/05  
**Replaces:** 1170.02  
**Dated:** 09/24/04

### **Purpose:**

A parole officer of the Arizona Department of Juvenile Corrections (ADJC) may carry and use firearms while on duty only if authorized by the Director and under the terms and conditions specified. The parole officer shall be authorized to use firearms for defensive purposes only.

### **Rules:**

1. The **ADJC DIRECTOR** may require that certain job assignments are staffed by an armed parole officer. Examples include, but are not limited to:
  - a. Warrant Teams; or
  - b. Specialized supervised caseloads.
2. A **PAROLE OFFICER SEEKING AUTHORIZATION TO CARRY A FIREARM** shall submit a written request through the chain of command to the Director. **THE DIRECTOR** shall approve or disapprove the request in writing within 30 days after the parole officer satisfactorily completes and submits to the following screening and testing requirements:
  - a. Psychological testing which meets minimum standards established by ADJC;
  - b. Criminal history and background check;
  - c. Submission of a form approved by ADJC attesting that the parole officer:
    - i. Is medically and physically able to perform the job duties of an armed parole officer;
    - ii. Agrees to submit to a psychological evaluation;
    - iii. Has no medical, psychological, or health condition which substantially impairs the officer's ability to responsibly carry a firearm or interferes with the safe use of or handling of a firearm;
    - iv. The parole officer is not addicted to alcohol or prescription drugs;
    - v. The parole officer does not use unlawful narcotics or drugs;
    - vi. The parole officer shall abide by all Department policies regarding firearms.
  - d. Polygraph testing may also be required.
3. The **DEPARTMENT** shall maintain all screening and testing records in the parole officer's personnel file, in addition to a copy of the Director's written approval for firearms possession and use. The **DIRECTOR** may suspend permission to carry a firearm at any time.
4. The **PAROLE OFFICER SEEKING AUTHORIZATION TO CARRY A FIREARM** shall submit to the following testing, training, and qualification:
  - a. An approved firearms qualification program with a minimal standard score of 84%, conducted by an ADJC certified firearms instructor with the firearm intended for use;
  - b. Successful completion of an approved competency test and training course on firearms standards and use of force and legal issues relating to firearms;
  - c. Successful completion and demonstration of proficiency in all required defensive tactics training;
  - d. Successful semi-annual firearms re-qualification:
    - i. The **DEPARTMENT** shall provide range equipment including eye and ear protection for use during training and qualifications;
    - ii. The **PAROLE OFFICER** shall comply with all directives of the certified firearms instructor concerning firearms training and safety.

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5. **ADJC PAROLE OFFICERS**, in order to be authorized to carry firearms, shall successfully complete the basic course of firearms instruction and qualify on the firing range. The **PAROLE OFFICERS** must demonstrate continued qualification twice annually at ADJC-scheduled qualification shoots:
  - a. The **ADJC FIREARMS INSTRUCTOR** shall conduct at least one daytime training session, and night training session (if required) twice annually, and require a minimum qualifying score of 84%;
  - b. The **ADJC FIREARMS INSTRUCTOR** shall include refresher firearms training in the daytime training session;
  - c. The **DIRECTOR AND THE INVESTIGATIONS AND INSPECTIONS ADMINISTRATOR** shall not permit Parole Officers to carry any weapons during the performance of their duties until qualified by an AZ-POST Certified Firearms Instructor with the weapon or weapons they are issued to carry by ADJC.
6. The **PAROLE OFFICER AUTHORIZED TO CARRY AND USE A WEAPON ON DUTY** shall adhere to all state laws regarding the carrying and use of firearms. This includes all laws relating to the use of force and carrying a concealed weapon. **PAROLE OFFICERS** shall obtain/maintain a carrying concealed permit in accordance with ARS §13-3112 in order to carry their weapon concealed.
7. The **PAROLE OFFICER** is responsible for the cleaning and maintenance of his/her weapon.
8. **PAROLE OFFICERS DESIGNATED UNDER THIS PROCEDURE AS AUTHORIZED TO CARRY ADJC WEAPONS** shall only do so in an on-duty status.
9. **RETIRED PAROLE OFFICERS IN GOOD STANDING** are eligible to carry a concealed weapon only if they have a concealed carry permit issued in accordance with ARS §13-3112.

<b>Effective Date:</b>	<b>Approved by Process Owner:</b>	<b>Review Date:</b>	<b>Reviewed By:</b>
09/24/04	Michael D. Branham	10/03/05	